

Board of Selectmen
Extension 109
Town Administrator
Extension 109
Town Accountant
Extension 120
Town Clerk
Extension 114
Tax Collector
Extension 113
Treasurer
Extension 112 or 110
Board of Assessors
Extension 111
Land Use Office
Extension 117
Planning Board
Extension 121
Conservation Agent



Animal Control
Board of Health
Building Commission
Conservation Commission
Council on Aging
Cultural Council
Electrical Inspector
Gas & Plumbing Inspector
Historical Commission
Municipal Planning
Parks & Recreation
Planning Board
Zoning Board of Appeals

PHONE: (978-827-4100)

TOWN OF ASHBURNHAM

*Town Hall, 32 Main Street
Ashburnham, Massachusetts 01430*

OFFICE OF THE BOARD OF SELECTMEN

**Version #5
Adopted – January 4, 2021**

Policy Regarding Selectmen's Meeting Agendas

Purpose: It is the purpose of this policy to establish the procedures and guidelines governing the establishment of agendas for meetings of the Board of Selectmen.

Agenda Drafting:

1. The Town Administrator or his assistant shall maintain a file of all issues pending for placement on the meeting agenda. They shall forward their recommendations for placement on the agenda to the Chairman of the Board of Selectmen no later than Tuesday noon preceding a scheduled Monday meeting date.
2. Likewise, the Chair shall maintain a file of all Board of Selectmen issues pending for placement on the meeting agenda.
3. The Chair, after reviewing all issues pending and originating from the Town Administrator's office and the Board of Selectmen, shall ensure that a draft copy of the agenda is prepared no later than Tuesday evening preceding a scheduled Monday meeting date.
4. The Chair shall forward the draft agenda to the other Selectmen for comment on Tuesday evening and all comments shall be returned to the Chairman by Wednesday evening.
5. Any member of the Board of Selectmen may request that an agenda item be scheduled for the next available agenda.
6. The Chairman of the Board shall have the exclusive right to finalize the agenda including deciding when an individual Selectman's requested item(s) is (are) scheduled and shall forward the finalized agenda to the Assistant to the Town Administrator by Thursday noon.
7. Following the chairman's finalization of the agenda the Assistant to the Town Administrator shall ensure copies are sent electronically to the Board members, no later than Thursday evening, as well as ensure that an electronic copy, with all supporting materials, is placed in the Selectmen's agenda packets.
8. The Assistant to the Town Administrator shall also ensure that the legal meeting posting is made, and a copy is filed with the Town Clerk's office.